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Government
Publications

NON-TRADITIONAL ESL

A BIBLIOGRAPHY

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Policy, Analysis and Research
Multiculturalism
Secretary of State

April 1988

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Prepared for:

POLICY, ANALYSIS AND RESEARCH
MULTICULTURALISM
DEPARTMENT OF THE SECRETARY OF STATE


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NON-TRADITIONAL ESL

A Bibliography

Linda Librande
Stan Jones

INTRODUCTION

This bibliography of non-traditional ESL materials and programs represents those references that were readily accessible in the Language Teaching Resource Centre of the Department of Linguistics and in the Research Resources Division for Refugees at Carleton University. We believe that most of the significant published materials are included, but we recognize that unpublished documents of considerable interest - reports, materials, and the like - remain to be located and accessed. We would welcome the opportunity to search out and organize these resources.

We have defined non-traditional in a rather wide fashion. We have not included in the definition materials that represent new approaches, communicative or post-communicative, to language teaching that are meant to be used in traditional programs; bibliographies of this have been produced and several textbooks representing such approaches are available. Rather we have looked at it as defining programs that are attempting to reach new audiences in new locations by new means. Thus, community-based, work-place and tutoring programs are the primary type upon which we focused. We were also interested in non-traditional, that is, other than classroom, methods of delivery and looked for video, TV, and distance education references.

We requested a computer bibliographic search of the Educational Resources Information Center (ERIC) database. Our search descriptors either were too wide (using only non-traditional, for example) or did not match ERIC categories (non-traditional ESL). A small number, fewer than ten, useful items resulted from this process. Most items were turned up in the two resource centres at Carleton and others were located through contacts with ESL teachers operating non-traditional programs.

The bibliography is three parts. The first includes conventional hard-copy references. We have separated these into seven categories:

Program design	This includes references on syllabus design, curriculum development, and needs analysis. There are references both to models of the design process and reports on operational programs. Policy statements are also in this category.
Program delivery	In this category we include references to procedures for the physical organization of programs and to alternative means of delivery (radio, television).
Program evaluation	Here we have referenced papers and reports that assess the success of various innovation schemes.
Materials	These are either materials to be used in non-traditional programs or discussions of how to develop such materials. We recognize that this is the category most difficult to give comprehensive coverage. A good deal of interesting material lies in teachers' file folders.
Teacher training	Both materials for training teachers to work in non-traditional settings and procedures for doing so are referenced.
Assessment and placement	Only a small number of references to non-traditional testing and placement could be located, but the category is an important one.

Bibliographies

Rather than simply reprint the contents of readily available bibliographies, we have listed the more significant ones here.

The second major group of references are those to TV, radio, video and distance education programs. These are materials and program guides directly associated with programs, rather than general discussions of methods and techniques.

The final group includes a list of programs offering non-traditional ESL. We have divided these into community-based, workplace-centered and tutoring programs. The list is hardly comprehensive - time did not permit that - but does represent something of the range of responses to the ESL needs of non-traditional students and clearly suggests that a more comprehensive search for such programs across Canada would discover a large number of innovative approaches.

The preparation of this bibliography has opened our eyes to the need for further collection and organization of material on non-traditional ESL teaching.

We want to thank Ron Santos for his efforts to get the scraps of paper with references and notes we gave him into a form that could be used by others. We also thank all those ESL colleagues who willingly talked to us about their programs and told us what they thought were important references to non-traditional approaches.

PROGRAM DESIGN

Adams, Roy J.

- 1984 "The Functionally Illiterate Worker and Public Policy" *TESL Talk* 13(4):9-16

Anderson, Audrey

- 1984 "Developing a Relevant Curriculum for the Workplace Class" *TESL Talk* 13(4):92-100

- 1988 "Developing a Northern Curriculum" *TESL Talk* 18:142-147

Applebaum, Sheila Dermer

- 1984 "English in the Workplace: A Dual Process" *TESL Talk* 15(3):3-11

Baack, Gaile; Janet Rullo; Yvette St. John; and Carrie Wilson

- 1981 *Teaching Refugee Women* Portland, Oregon: Indochinese Cultural and Service Centre

Belfiore, M.E. and B. Burnaby

- 1984 *Teaching English in the Workplace* Toronto: Ontario Institute for Studies in Education

Belfiore, Mary Ellen; Judy Hunter and Wendy Allen

- 1983 *Teacher's Guide for EAP course in Business Administration* China-CIDA Project (mimeo)

Bell, Jill

- 1984 "The Levi Strauss Project: Development of a Curriculum" *TESL Talk* 13(4):83-91

British Association of Settlements Adult Literacy Project

- 1976 *Organizer's Pack* London: BAS Adult Literacy Project

Burnaby, Barbara

- 1987 "Language for Native, Ethnic or Recent Immigrant Groups: What's the Difference?" *TESL Canada Journal* 4(2):7-26

Centre for Applied Linguistics Orientation Resource Centre

- n.d. *Program Design Considerations for English as a Second Language* Washington: author
- 1979 *A Guide to Manpower Vocational ESL Indochinese Refugee Education Guides* no. 8
- 1982a *Cultural Orientation Resource Manual: Intensive English as a Second Language and Cultural Orientation Program* Vol. 1 Washington: author
- 1982b *English as a Second Language Resource Manual* Vols. 1 & 2 Washington: author
- 1982c *Cultural Orientation Resource Manual* Vols. 1 & 2 Washington: author

Clarke, Peter

- 1987 *Combined English as a Second Language – Building Service Worker Training Program: A Joint KEC VVI Project* Vancouver: Vancouver Community College

Forsythe, Linda

- 1984 "On Union-Based Classes" *TESL Talk* 13(4):66-71

Furnborough, Peter and Roger Munns

- 1984 "Communication for Employment and Training" *The ESP Journal* 3(2):97-108

Greater Toronto Southeast Asian Refugee Task Force

- 1981 *Report* no publisher

Grognet, A.G. and Crandall

- 1982 "Competency-Based Curricula in Adult ESL" *ERIC/CLL News Bulletin* 6:3-4

Immigration and Ethnic Affairs Dept. of (Australia)

- 1979 *Adult Migrant Education: On Arrival Initial Settlement Program* Canberra: author
- 1980a *Adult Migrant Education Program: Orientation Information Material for Use in On-Arrival Courses for Migrants and Refugees* Canberra: author
- 1980b *Adult Migrant Education Program* Canberra: author

Jones, Jim

- 1984 "English in the Workplace at Mohawk College" *TESL Talk* 13(4):58-65

Kenny, Mary Elizabeth and Barbara Burkhouse

- 1987 "The Nontraditional Language Learner" *ADFL Bulletin* January 18(2):51-52

Monk, Virginia

- 1984 "Vocational English in British Columbia: The State of the Art, March 1982" *TESL Talk* 13(4):24-38

Nguyen, San Duy; Terence Cooke and Tuan Q. Phung

- 1983 *Refugee Needs Assessment* Ottawa: Ottawa-Carleton South-East Asia Refugee Project

Monro, Bob

- 1987 *A Guidebook for Conducting Communication Needs Assessments in Multicultural Workplaces* School of Continuing Education, Algonquin College

n. a.

- n.d. *The Parent and Preschool Curriculum* Manitoba Education Program

n.a.

- 1980 "Proceedings of the 1980 Competency Based Adult Education Conference" (Orlando, Florida February 27-29) *NAPCAE Exchange* 3(2)

Ontario Council of Agencies Sending Immigrants (OCASI)

- 1980 *Newcomer Language/Orientation Classes Criteria: A Brief Submitted to the Minister of Culture and Recreation* no publisher

Pagurek, Joyce and Brigid Fitzgerald

- 1985 "English in the Workplace: McDonald's Executive English" *Carleton University Papers in Applied Language Studies* 1:21-36

Prince, David

- 1984 "Workplace English: Approach and Analysis" *The ESP Journal* 3(2):117-122

Sauvé, Virginia L.

- 1982 *English in the Workplace: A Study of Six Projects in Alberta and Ontario* Ottawa: Canada Employment and Immigration Commission
- 1984 "EWP: A Study of Six projects in Alberta" *TESL Talk* 13(4):17-23

Sigrid, Vivian

- 1984 "ESP for Nursing Assistants and Home Health Care Workers" *The ESP Journal* 3(2):165-170

Svendsen, Carol and Katharine Krebs

- 1984 "Identifying English for the Job: Examples from Health Care Occupations" *The ESP Journal* 3(2):153-164

TESL Association of Ontario

- 1978 *The Teaching of English as a Second Language: Current Issues and Problems* no publisher

TESL Canada

- 1981 *Position Paper The Provision of English as a Second Language (ESL) Training to Adult Newcomers Six Principles Towards a National Policy* author

Tollefson, James W.

- 1986 "Functional Competencies in the U.S. Refugee Program: Theoretical and Practical Problems" *TEOSL Quarterly* 20(4):649-664

Trebbles, Maggi and David Wallace

- 1980 *English Language and Basic Literacy in a Trade Union and Work-Related Format* North Vancouver: Capilano College
- 1984 "English in the Union Hall" *TESL Talk* 13(4):101-105

West, Linda L.

- 1984 "Needs Assessment in Occupation-specific VESL or How to Decide What to Teach" in *The ESP Journal* 3(2):143-152

PROGRAM DELIVERY

Imhoof, Maurice; et al.

- 1984 *English by Radio: Implications for Non-Formal Language Education* Occasional Paper no. 12 Washington: IDCA

Latkiewicz, John

- 1984 "A Work Setting Laboratory" *The ESP Journal* 3(2):123-136

New Jersey State Department of Education

- 1983 *Career/Vocational Awareness for the Limited English Proficient: Final Report 1982-83* Trenton: author

Ontario Ministry of Culture and Recreation

- n.d. *How to Establish and Operate Community Language and Orientation Programs for Newcomers* Toronto: author

Phillips, Chiquita

- 1985 *Keeping Up with the Joneses: A Soap Opera for Adult ESL Students* Toronto: OISE Press

- 1988 "Keeping Up with the Joneses" *TESL Talk* 18:142-147

Richer, Judy

- 1984 "Workplace Language Classes: The Management Factor" *TESL Talk* 13(4):72-82

Selman, Mary

- 1984 "Learning Language at a Distance" *TESL Talk* 15(3):73-77

- 1988 "Distance Education Materials: A Report from Students and Teachers" *TESL Talk* 18:190-199

PROGRAM EVALUATION

Australia Institute of Multicultural Affairs

- 1982 "Adult Migrant Education" Chap. 5 in *Evaluation of Post-Arrival Programs and Services* Canberra: author

Hanna, William

- 1983 *Final Report: British ESL Study Tour* no publisher

Kemp, Donna (ed)

- 1984 *Report of Survey in English Language Training in Canadian Colleges* Draft. Association of Canadian Community Colleges

Lund, Brishkai

- 1984 "The ESL Program at Jantzen of Canada Limited: An Evaluation" *TESL Talk* 13(4):39-48

Mobbs, Michael C.

- 1977 *Meeting Their Needs: An Account of Language Tuition Schemes for Ethnic Minority Women* London: Community Relations Commission

Paniak, Wendy

- 1969 *An Assessment of a Special English Language Course for Tradesmen* Toronto: Ontario Dept. of Labour

MATERIALS

Barndt, Deborah and Dian Marino

- 1984 "My Machine's Broken Down" *TESL Talk* 13(4):106-120

Burnaby, Barbara

- 1988 "A Personal View of ESL Materials Development in Canada with Reference to the Circle Project" *TESL Talk* 18:35-49

Darville, Richard

- 1981 *Can We Make A Deal?* Vancouver: Legal Services Society

Erwin, Anne; Doug Langrell, and Laura Wiebe

1986 *Citizenship Books* Manitoba Education Publication

Fink , Shayla

1985 *To Sing Is To Speak* Manitoba: Author

Gage, Julia Lakey

1984 "Work-Simulated Activities Belong in the VESL classroom" *The ESP Journal* 3(2):137-142

Gray, Andy and Pat Meek

1987 *Listening Before Speaking* Ottawa: no publisher

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1980 *Adult Migrant Education: On Arrival Initial Settlement Program*
Canberra: author

Kiani, Aquila Dr.

1985 *A Guide for Problem Drinkers* (in Punjabi and English)
Vancouver: OASIS

MacDonald, Ross; et al.

1982 *Improving Techniques in Teaching English on the Job*
Rosslyn, Va: Inter-American Associates Ltd.

Marshall, Sheila and David Dudeck

1988 *An English In The Workplace Course for Hospital Housekeeping Staff* Manitoba Education Publication

Nettle, Mary Ellen

1984 "The Process and the Product: Two English Classes Develop Materials" *TESL Talk* 13(4):121-134

O'Brien, Trudy and Lynne Young

1979 "English for Academic Purposes Through Canadian Literature and History" *Canadian Modern Languages Review* 35(4)

St. Christopher House

- n.d. *Transit Training for Older New Canadians: Using User Designed Visual Learning Materials* Toronto: St. Christopher House, Older Adult Centre

Thompson, Pamela R.; Harminder Sanghara and Mohinder Mroke.

- 1986 *Your Own Health Handbook: A Guide For Immigrant Women* Vancouver: OASIS

Turkewych, Christine

- 1984 "Evaluation Strategies for EWP Programs: A Marketing Perspective" *TESL Talk* 16(1):34-41

U.S. Department of Health and Human Services

- 1985a *Competency Based Mainstream Language Training Project (MELT):_Resource Package* Washington: author

- 1985b *Competency Based Mainstream Language Training Project (MELT): Documents_* Washington: author

TEACHER TRAINING AND UPGRADING

Ahrens, Patricia and Adam Ghodiwala

- 1987 "The Use of Radio in an In-Service Teacher Training Project" *ELT Journal* 41(3):185-192

Belfiore, Mary Ellen; Deborah Barndt, Jean Handscombe

- 1988 "English at Work: A Tool Kit for Teachers" *TESL Talk* 18:24-34

- n.d. *English at Work: A Tool Kit for Teachers* North York, Ont.: CORE Foundation

Benston, Marilyn and Gary H. Higashi

- 1983 *Volunteer Coordinator Handbook and Tutoring ESL: A Handbook for Volunteers* Tacoma, Washington: Tacoma Community House

Firkin, Margot

- 1977 *Home Tutor Kit* Reprint ed. London: Commission for Racial Equality

Harding, Kate et al.

n.d. *Training the Trainers* London: ESL Publishing Group (ILEA)

Mohan, Bernard

1984 "Teacher Education for Language and the Workplace" *TESL Talk* 13(4):49-57

Payne, Donna

1984 "English in the Workplace Institute: My Perspective" *TESL Canada Journal* 2(1):99-102

Reznick, Christopher

1985 *Teaching Teachers: An Introduction to Supervision and Teacher Training* The Consortium: The Experiment in International Living, Save the Children Federation, and World Education

Terroux, Georges

1988 "Video Courses for Training ESL Teachers" *TESL Talk* 18:208-215

Terroux, Georges and Patricia Brock

1980 "TESL as a Distance Education Course" *Canadian Modern Language Review* 37:46-50

ASSESSMENT AND PLACEMENT OF STUDENTS

Applebaum, Sheila D. and Elizabeth Taborek

1986 "Developing Oral Placement Tests for Community Based Language Programs" *TESL Journal* Special Issue 207-224

Coad, Cynthia P.

1984 "Developing Competency-Based Placement Tests for Machine Shop Training" *The ESP Journal* 3(2):183-192

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Burgess, Yvonne M.

- 1986a *Personal Skills Register: A Self-Evaluation Manual for Trainers and Co-ordinators Involved in English in the Workplace Programs* TESL Ontario and Ontario Ministry of Citizenship
- 1986b *Resource Directory for the Personal Skills Register :Self-Evaluation Manual for EWP Trainers and Coordinators in Improving Communication in Multicultural Workplaces* TESL Ontario and the Ontario Ministry of Citizenship and Culture

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- 1980 *A Selected, Annotated Bibliography Of Materials for Teaching English to Indochinese Refugee Adults* Washington: author
- 1981 *A Guide to Orientation Materials for Indochinese Refugees and Their Sponsors: A Selected Annotated Bibliography* Washington: author

Crandall, Jo Ann

- 1979 "Adult Vocational ESL" *Language and Education: Theory and Practice* no. 22

Czerny, Robert

- n.d. *Recent Adult Immigrant Language Training: Provincial Summaries* Ottawa: Dept. of Secretary of State

Ontario Ministry of Citizenship and Culture

- 1982a *Resource List for ESL/ Workplace Classes* Toronto: author
- 1982b *An Annotated List of Useful ESL Books for Teachers of Adults* Toronto: author
- 1984 *A Report on the Two Week Institute: English in the Work Place* August Toronto: author
- 1985 *Multicultural Information: A Selected Bibliography* Toronto: author
- 1986a "Bibliographies" *TESL Talk* 15(4):9
- 1986b "Dictionaries" *TESL Talk* 15(4):10

- 1986c "Directories" *TESL Talk* 15(4):11
- 1986d "Textbook courses" *TESL Talk* 15(4):12-14
- 1986e "Specialized courses" *TESL Talk* 15(4):15
- 1986f "English in the Workplace" *TESL Talk* 15(4):19-21
- 1986g "Occupational Health and Safety" *TESL Talk* 15(4):22
- 1986h "Distance Education" *TESL Talk* 15(4):23
- 1986i "Readers, Adult" *TESL Talk* 15(4):24-28
- 1986j "Reading (Theory and Methodology)" *TESL Talk* 15(4):29
- 1986k "Writing" *TESL Talk* 15(4):31-32
- 1986l "Literacy" *TESL Talk* 15(4):33-37
- 1986m "Spelling" *TESL Talk* 15(4):38
- 1986n "Phonology" *TESL Talk* 15(4):39-40
- 1986o "Grammar" *TESL Talk* 15(4):41
- 1986p "Exercises, Grammar" *TESL Talk* 15(4):43
- 1986q "Exercises, Conversation" *TESL Talk* 15(4):44-45
- 1986r "Exercises, Vocabulary" *TESL Talk* 15(4):46
- 1986s "Exercises, Listening Skills" *TESL Talk* 15(4):47-48
- 1986t "Audio-visual Techniques, Aids" *TESL Talk* 15(4):49-50
- 1986u "Games" *TESL Talk* 15(4):51
- 1986v "Testing and Tests" *TESL Talk* 15(4):52-53
- 1986w "Teacher Training" *TESL Talk* 15(4):54
- 1986x "Methodology and Language Learning" *TESL Talk* 15(4):55
- 1987 *Materials and Services for ESL Teachers and Others Working With Newcomers* Toronto: author

Piper, John

- 1977 *Multicultural Directory: Human Resources for Professional and Curriculum Development* no publisher

Thompson, Pamela R.; Harminder Sanghara and Mohinder Mroke.

1986 *Health Education for Immigrant Women: A Manual Resource Guide* Vancouver: OASIS

T.V. and VIDEOS

1980 *Do It With English: A Series of Functional Videos*

- Developed by: Tara Holmes and Lorna Smith Alberta Advanced Education and Manpower Settlement Services
- Focus: Functional English Skills, Cultural Information
- Comments: 24 short (2-5 minutes) scenarios. Each scenario focuses on an interaction that a newcomer might find himself in. Includes teacher's guide.

1984 *An ESL Video Book*

- Developed by: Kirk Dowswell and Vivian Haffke
- Focus: Language Skills and Cultural Orientation
- Comments: Television language program. Includes provision for telephone contact with the teacher. Provision for distance and local learning. Eighteen units includes workbooks. Beginner Level.

Recent *Speak English For Yourself: TV Series and Viewers Guide*

- Developed by: Shirley Anderson, Chris Bertram, Shayla Fink and Linda Smyrichinsky
- Target Group: Immigrants who have been in the country a number of years.
- Skill Level: Intermediate and above
- Focus: Settlement and Cultural information as well as language development.
- Comments: 8 program series. Viewer's guide free available at the public library. Additional program material being piloted. Manitoba Education project.

Recent *You Are Not Alone*

- a slide tape presentation to provide immigrant women with information on wife assault
- can be used in ESL class
- available in English, Italian, Portuguese, Spanish, Hindi and Vietnamese
- available also in video VHS
- Ministry of Citizenship, Ontario

PROGRAMS
COMMUNITY BASED

Chinese Community Services Centre

9656 Jasper Ave. Rm. 11
Edmonton, Alberta
T5H 3V5

Comments: ESL classes sponsored jointly with Catholic School Board

Edmonton Immigrant Services Association

10915-110 Street
Edmonton, Alberta
T5H 3EJ

Comments: Offers conversational English services and immigrant education and orientation classes.

Edmonton Vietnamese Association

10809-97 Street
Edmonton, Alberta
T5H 2E2

Comments: ESL for adults and Citizenship classes

Mennonite Centre for Newcomers

10766-97 Street
King's College
Room 311 Box 49
Edmonton, Alberta
T5H 2M1

Comments: Volunteer English Tutoring Program

Ukraine Canadian Social Services

10852-97 Street
2nd Floor
Edmonton, Alberta
T5H 2M5

Comments: Established 1982. Citizenship program.

n.b. All above programs listed from:

Hall. Gail

1983 *Settlement Services and Programs: an Alberta Directory*
Alberta Manpower Settlement Services

Citizenship classes

- offered by O.A.S.I.S. (Vancouver)
- 3 levels (beginner, intermed., adv.)
- offered in Hindi and English for low beginner.

Driving Instruction Classes

- offered by O.A.S.I.S. (Vancouver)
- target group: immigrants and refugees with low ESL proficiency who wish to obtain driver's licence
- instruction in English and Punjabi or other native language; students prepared to take test (written or oral) in English
- duration of classes: commensurate with skill; continuous intake program

English for Family Daycare Providers

- Target group: classes for non-native speakers of English in training to provide childcare in their homes.
- course offered, material not yet published
- Manitoba Education Program

ESL for Seniors

- sponsored by Dalhousie Community Centre, Ottawa
- Target group: immigrant and refugee seniors
- Focus: basic language skills; non-stressful
- teacher speaks Cantonese, Chinese and Mandarin;
- students are Chinese

English for Telephone Skills

- developed by Diane Doney
- Target group: (non-native speaker) women in an office environment who are hindered from further advancement because they lack good communication skills
- course offered, material developed but not yet published

ESL Summer Program

- co sponsored by OCISCO, the City of Ottawa (Parks and Recreation branch), Ottawa Roman Catholic Separate School Board and the Ottawa Board of Education
- features ESL plus a recreation program with the City of Ottawa Recreation staff (in English)
- Target group: a bridging program for newcomer children. Allows interaction with Canadian children.

Foster Farm Project - Ottawa

- offered by OCISCO
- co-ordinated by Lucya Spencer, co-ordinator of Women's Centre at OCISCO
- Focus: to reach women not reached by other programs based on a survey conducted 15 months ago by the Pinecrest/Queensway Community workers
- according to the survey, this pocket of women was not reached because they had no/very little language and there were no programs offered in their area.
- child care is provided
- Ministry of Citizenship materials (Ontario) used
- aim: to serve as a steppingstone, to funnel women into other programs already in existence (such as Parent-Preschool [NLOC])

Life Skills, Computer and Language Training

- new program, 8-week pilot
- co-sponsored by Toronto Board of Education and the Ontario Welcome House
- "linked skills class"
- focus: to increase English proficiency + acquire a new skill such as typing or computer literacy at the same time.
- target group: adult ESL learners whose command of English is at the intermediate level or above

Mother-Tongue Literacy Program

- sponsored by OCISCO
- a pilot program co-ordinated by Emma Williams
- Focus: to develop 1st language literacy skills of Spanish speaking people in their native language.
- Target group:
 - GROUP 1 = 1st language literacy is their primary concern (letters from home, etc.)
 - GROUP 2 = 1st language literacy skills will serve as a stepping stone to 2nd language literacy skills
- offered on site at OCISCO, 18 Louisa Street, Ottawa

Sewing Training Classes

- offered by O.A.S.I.S. (Vancouver)
- 3 to 4 sessions per year
 - 1 session = 2-3 months
- offered in English and Punjabi
- high interest course
 - focus: sewing and English
- some commercial machines

Special Needs Class, Basic and Basic Plus

- Co sponsored by: Toronto Board of Education and Ontario Welcome House.
- Target group: especially for literacy students who need help with writings (learning how to write, form alphabets, etc.)
- Focus: Literacy skills (part of Literacy program)
- Classes: Welcome House Toronto
- Most participants also take part in literacy program.

Special Needs ESL Class

- co sponsored by: Toronto Board of Education, Ontario Welcome House Toronto, Hong Fook Mental Health Assoc.
- Target groups: Southeast Asians (Vietnamese, Chinese, Cambodians, etc. mixed). All clients referred by Hong Fook Mental Health Assoc.
- Focus: Teaching English/Life skills/Coping Skills.
- Classes at Welcome House, Toronto.
- Features: Small classes (max. 10 11). Teacher paid by Toronto Board of Education.

Toronto Office Skills Training Project.

- receives support from the Ministry of Citizenship through the NLOC (Newcomer Language/ Orientation Classes, grants program)
- Target group / aim: train Indochinese women for integration into the workforce
- Focus: improved language skills, bookkeeping, general clerical skills, and operation of micro-computers

Volunteer Teacher Training

- Volunteer teacher training sessions designed by the Ontario Ministry of Citizenship and Culture and co-sponsored by local school boards.
- Lecture facilitators are all local ESL professionals actively teaching in NLOC programs, must complete assignments, and are observed when they teach

WORKPLACE BASED

Developmentally Speaking

Book I: DISCUSSING A REQUEST FROM A DEVELOPING COUNTRY

Book II: DESIGNING A PROJECT

Book III: NEGOTIATING A CONTRACT

Book IV: DEALING WITH PROJECT PROBLEMS

Book V: BRIEFING AND DEBRIEFING A COOPERANT

Book VI: PROBLEM SOLVING: A REVIEW

(tapes accompany books I through V)

- by Brigid Fitzgerald, Wendy Magahay-Johnson and Joyce Pagurek (1986)
- A joint project co-ordinated by the English Program Development Division of the Linguistic Services Directorate of the Language Training Programs Branch of the Public Service Commission. P.S.C. Co-ordinator: John Mather and the Official Languages Division of the Canadian International Development Agency CIDA Project Manager: Pierre A. Crête
- developed for CIDA francophone project managers

- Program includes text books:

Brulhart, Marilyn; Christina Pikios and Vera Wojna

1987 *Writing for Development: An Advanced Course*

Target Group: Francophone project managers, CIDA field of development
Focus: Writing (Special Purpose) Writing component to *Developmentally Speaking*. Project Manager: Pierre Crête

Fitzgerald, Brigid and Wendy Magahay-Johnson

1986 *Self Study: Listening*

Comment: Listening component of *Developmentally Speaking*

English in the Workplace Program

- sponsored by OCISCO
- small program offered on site in home based clothing industry to Spanish speaking women
- employer gives women 2 hour block to learn English, 1 hour of which they do not have to make up in work (ratio of 2 to 1)

National Centre for Industrial Language Training (ILT)

Havelock Centre, Havelock Rd.
Southall, Middlesex, England
UB2 4NZ

Comments: Language training to improve communications at all levels in multi-racial organizations. For use with native and non-native speakers (EWP).

Praxis

- Ottawa-based, non profit organization
- Focus: practical skills training course for the workplace
- Target groups: immigrant/nonimmigrant
- Optimal ESL component
- 90-95% of participants placed in jobs

Vancouver Vocational Institute

Combined ESL + [vocational training]

ESL - Institution Aide / ESL - Building Service Worker /
ESL - Nurses Aide

- program administered by Canada Employment and Immigration
- taught by teachers for Vancouver Vocational Institute
- focus: ESL in relation to occupation.
- Example:

VVI-ESL Building Service Worker:

Level 1 = Light Housekeeping (total 135 hours)

theory - 60 hours

practical - 75 hours

Level 2 = General Housekeeping (total 225 hours)

theory - 60 hours

practical - 75 hours

industry practicum - 90 hours

Level 3 = total 165 hours

Resilient Force - 15 hours

Floor cleaning equipment - 30 hours

Floor maintenance (practical) - 60 hours

Carpet cleaning equipment - 30 hours

Carpet cleaning (practical) - 30 hours

- approximately 80-90% of the previous 15 students who took course are now employed
- Frank Boutillier = Building Service Instructor

TUTOR-BASED

English at Home

- ESL correspondence course #'s 001, 002, 003
- developed out of the Open Learning Institute of British Columbia
- project funded by 7 provinces
- lessons done at home and sent to "teacher" who corrects and confers with student by phone every 2 weeks
- explanations in 8 languages
- supplementary exercises developed by Sara DeLorenzo (Manitoba Education Publication, 1985)

ESL Outreach

- sponsored by OCISCO (Ottawa)
- features home visitation 1 on 1 tutorial,
- target group: those unable to attend regular English classes, for example: seniors, disabled, shift workers, professionals (woman medical doing internship), newly arrived refugees
- staff is all volunteer
- childcare may be included (2 volunteer visit home, 1 to tutor, 1 to care for child/children)

HAFLE: Help a Friend Learn English

- telephone tutoring program , 15 lessons
- Target group: newcomers who cannot attend ESL classes
- Focus: ESL for functional, real-life situations
- materials developed by the Ministry of Citizenship (Ontario)

Metropolitan Immigrant Settlement Association

1541 Berrington Street
Halifax, N.S.
B3J 1Z5

Comments: 1) One-on-one Tutoring Program. Needs matched, constant intake. Volunteer staff. 2) Exchange tutoring program. match English speaker with speaker of his target language for exchange of English/Other language lessons.

